

| DATA ITEM DESCRIPTION | | Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986 | |
|---|--|---|--------------------|
| 1. TITLE MANAGEMENT PLAN | | 2. IDENTIFICATION NUMBER DI-MGMT-80004 (TAILORED) | |
| 3. DESCRIPTION/PURPOSE 3.1 The management plan describes the contractor's organization, assignment of functions, duties, and responsibilities, management procedures and policies, and reporting requirements for the conduct of contractually-imposed tasks, projects, or programs. | | | |
| 4. APPROVAL DATE (YYMMDD) 850503 | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/NSR-R | 6a. DTIC REQUIRED | 6b. GIDEP REQUIRED |
| 7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract. 7.2 This data item may be applied in any contract or program phase where the contract management is under the direction and control of the contractor. 7.3 This data item supersedes DI-A-5239B. | | | |
| 8. APPROVAL LIMITATION | 9a. APPLICABLE FORMS | 9b. AMSC NUMBER G3545 | |
| 10. PREPARATION INSTRUCTIONS 10.1 <u>Contract</u> . This data item is generated by the contract which contains a specific and discrete work task to develop this data product. 10.2 <u>Format</u> . The plan shall be in a format that the contractor devises and conforms to the following: a. <u>Identification</u> . The plan shall be identified with the preparing office or contractor's title, the identifying numbers or designation of the Contract/Procurement Request, the identity and/or nomenclature of the system/component/program/project, the security classification and the Government activity issuing the controlling contract. b. <u>Descriptive material</u>. As may be needed to clarify or explain matters in the text, the plan may include descriptive material, sketches, drawings, photographs, tables, forms, graphs, worksheets, charts, etc. c. <u>Page size</u>. The plan may be typewritten or printed on standard size paper, e.g., 8-1/2 x 11 inches or metric A4. The pages shall be sequentially numbered and security bound together. As necessary, graphic material may be one-way foldouts. All attachments shall be identified and referenced in the text. Each section and paragraph shall be numbered. d. <u>Table of contents and index</u>. Plans of more than 30 pages in length shall contain a Table of Contents. Plans more than 120 pages in length shall also include an index. e. <u>Legibility</u> . The document shall be legible and reproducible. | | | |

10. PREPARATION INSTRUCTIONS (Cont'd)

~~10.3.1 General. The Management Plan shall consist of the organizational structure, the assignment of functions, duties, and responsibilities, the procedures and policies and the reporting requirements that are established for the initiation, monitoring, control, completion, test and verification, and reporting of contractual tasks, projects, and programs.~~

~~10.3.2 Specific contents. The management plan shall cover the organizational structure, program management methodology, personnel, security, and reports as described herein. Other subjects to be included are as follows:~~

- ~~a. design control~~
- ~~b. reliability~~
- ~~c. configuration control~~
- ~~d. standardization~~
- ~~e. quality assurance~~
- ~~f. provisioning~~
- ~~g. control of Government property~~
- ~~h. delivery procedures~~
- ~~i. tests~~
- ~~j. certification~~
- ~~k. packaging~~
- ~~l. shipping~~
- ~~m. other~~

~~10.3.3 Organizational structure. The plan shall present an organizational chart and supporting narrative portraying the contractor's business (corporate) structure. It shall describe the functional relationships and responsibilities among the organizational elements that will participate in the accomplishment of the contractual commitments.~~

~~10.3.4 Program management. The plan shall present an organizational chart and supporting narrative describing the management office the contractor establishes to manage the contractual commitments. The plan shall define the direct lines of control, responsibilities, functional relationships, and authority between the management office and the contractor's other organizational elements. The plan shall also describe all interfaces between the contractor and the Government and between the contractor and other contractors which are necessary and pertinent to the accomplishment of contractual tasks, projects, and programs.~~

10. PREPARATION INSTRUCTIONS (Cont'd)

10.3.5 Methodology.

~~a. The plan include a narrative description of the technical approach or methods the contractor will employ to accomplish contractual tasks, projects, and programs, including, as applicable, development, tests, manufacture, construction, formulation, installation, logistics support, training, maintenance, documentation, and configuration controls.~~

b. The plan shall include a milestone chart graphically depicting the schedule of events associated with accomplishing each contractual commitment.

10.3.6 Personnel.

* 4/22/03

~~a. The plan shall list the personnel at the contractor's office.~~

~~and shall state the security background, and work experience of the personnel assigned.~~

* 4/22/03

b. The plan shall also describe the staffing required for proper accomplishment of each contractual task by skill type, skill level, number of personnel, and security clearance. When submitted as part of a proposal, the plan shall state how many such personnel are currently available and how many new hires are required to staff fully to accomplish each task as scheduled.

10.3.7 Security.

a. Provide a Standard Practice Procedure (SPP) which fully describes the security program, safeguards emergency procedures to be established to the protection of Government-furnished and contractor-developed classified materials prepared in conjunction with the project. The SPP shall be prepared in accordance with guidelines contained in the Industrial Security Manual, Purchase Description, and such additional requirements as may be stipulated by the cognizant security compliance organization. The SPP shall require approval by the Government.

b. Develop a comprehensive security accreditation plan to demonstrate how the computer security requirements stipulated in the PD, as applicable, have been accounted for in the system design, and how satisfaction of each requirement will be explicitly demonstrated in the test program. This plan shall also identify any specific support equipment or software to be provided for demonstration of design compliance and/or system compliance with the planned security requirements. The plan shall require approval by the Government prior to implementation.

10.3.8 Reports. The plan shall describe the management methods the contractor will employ to ensure meeting all preparations, format, and submittal requirements established by the CDRL (DD Form 1423) for data to be delivered to the Government.

DESIGN REVIEW AGENDAS - A0002-

| | | | |
|--|--|------------------------------------|----------------------------|
| DATA ITEM DESCRIPTION | | Form Approved OMB No. 0704-0180 | |
| <p>Please leaving blank in this column of information is estimated to average 110 hours per response, including the time for reviewing literature, conducting office data review, gathering and searching the data needed, and analyzing and reviewing the solution of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0180), Washington, DC 20503.</p> | | | |
| 1. TITLE | | 2. IDENTIFICATION NUMBER | |
| Conference Agenda | | DI-ADMIN-81249A (TAILORED) | |
| 3. DESCRIPTION/PURPOSE | | | |
| 3.1 The conference agenda provides information concerning purpose, location, and schedule of conferences required to manage the acquisition of systems equipment, related items, and services. | | | |
| 4. APPROVAL DATE (YYMMDD) | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) | 6a. DTC APPLICABLE | 6b. GDSF APPLICABLE |
| 931001 | FJESC/EN-4 | | |
| 7. APPLICATION/INTERRELATIONSHIP | | | |
| 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. | | | |
| 7.2 This DID supersedes DI-ADMIN-81249. | | | |
| 8. APPROVAL LIMITATION | | 9a. APPLICABLE FORUM | 9b. AIDF NUMBER |
| | | | F6968 |
| 10. PREPARATION INSTRUCTIONS | | | |
| 10.1 Format . Contractor format is acceptable. | | | |
| 10.2 Content . The agenda shall include the following, where applicable: | | | |
| a. The purpose and objective of the conference. | | | |
| b. The conference location, date, and duration. | | | |
| c. A daily chronological listing of each major topic or subtopic to be discussed and the time to be devoted to each topic. | | | |
| d. A list of activities to be represented and identification of their responsibilities. | | | |
| e. A list of subcommittees to be established during the conference and the proposed activity representation for each subcommittee. | | | |
| f. Reference to and brief description of the results of previous meetings, when relevant. | | | |
| (Continued on Page 2) | | | |
| 11. DISTRIBUTION | | | |
| DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited. | | | |

Block 10, Preparation Instructions (Continued)

~~g. Location, schedule, and purpose or subject area to be covered by each subcommittee, when applicable.~~

~~h. Names of the conference chairperson, president, and subcommittee chairs, when applicable.~~

~~i. Information on location, meeting transportation, and administrative services available to conference attendees.~~

j. Complete list of all documentation to be available for review.

k. Brief description of progress on actions or problems identified at previous meetings, when applicable.

l. Other pertinent information such as forms to be used, identification of any deviations or waivers, security classification, and clearance requirements.

DESIGN REVIEW MINUTES - A0003 -

| DATA ITEM DESCRIPTION | | | Form Approved GSA No. 2704-0108 | |
|---|---|--------------------------|------------------------------------|--|
| <p>Form reporting burden for this collection of information is estimated to average 100 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (2704-0108), Washington, DC 20503.</p> | | | | |
| 1. TITLE | | 2. IDENTIFICATION NUMBER | | |
| Conference Minutes | | DI-ADMIN-61250A | | |
| 3. DESCRIPTION/PURPOSE | | | | |
| 3.1 Conference minutes provide documentation of technical information provided, and decisions and agreements reached, at meetings. | | | | |
| 4. APPROVAL DATE (YYYYMM) | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) | 6a. DTIC APPLICABLE | 6b. GDSR APPLICABLE | |
| 931001 | F7ESCIEN-4 | | | |
| 7. APPLICATION/RELATIONSHIP | | | | |
| 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. | | | | |
| 7.2 This DID supersedes DI-ADMIN-61250. | | | | |
| 8. APPROVAL LIMITATION | | 9a. APPLICABLE FORMS | 9b. AISC NUMBER | |
| | | | F6369 | |
| 10. PREPARATION INSTRUCTIONS | | | | |
| 10.1 <u>Format</u> . Contractor format is acceptable. | | | | |
| 10.2 <u>Content</u> . The minutes shall include the following information: | | | | |
| <p>a. A title page containing the following:</p> <ul style="list-style-type: none"> (1) Title - type of meeting and date. (2) Identification of the acquisition (system, equipment, contract number) for which the meeting was held. (3) Space for signatures of the designated representatives of the contractor and acquisition activity. (4) The name of the contractor and address to which the acquisition activity should acknowledge receipt of comments. <p>b. The purpose and objective of the conference.</p> <p>c. The conference location.</p> <p>d. A summary of the discussions, decisions, agreements reached, and directions of the conference or individual subcommittees thereof.</p> | | | | |
| (Continued on Page 2) | | | | |
| 11. DISTRIBUTION | | | | |
| DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited. | | | | |

Block 10, Preparation Instructions (Continued)

g. A list of attendees by name, rank, rate, grade or position, activity represented, activity code, and phone numbers as appropriate.

h. Action items resulting from the conference.

DATA ITEM DESCRIPTION

"SUPPLEMENTARY DATA"

Title: PROPOSED CRITICAL MANUFACTURING PROCESS DESCRIPTION (PCMPD)

A0004

Number: DI-SESS-81012B

(TAILORED)

Approval Date: 20011214

ASMC Number: A7437

Limitation:

DTIC Applicable:

GIDEP Applicable:

Office of Primary Responsibility: AR

Applicable Forms:

Use/relationship: The Proposed Critical Manufacturing Process Description (PCMPD) identifies processes which are proposed for inclusion in the technical data package (TDP) as mandatory to meet the engineering requirements of the item or a component part thereof for which the TDP is being prepared.

- a. This Data Item Description (DID) contains the format and content preparation instructions for the data resulting from the work task described by 3.7.3 of MIL-DTL-31000B.
- b. This DID is applicable to acquisitions in which the Government intends to retain approval authority over the designation of manufacturing processes as mandatory.
- c. This DID supersedes DI-CMAN-81012A, which superseded DI-DRPR-81012.
- d. This DID is related to DI-SESS-81000B, "Product Drawings and Associated Lists".

Requirements:

1. Reference Documents. The applicable issue of documents cited herein, including their approval dates and the dates of applicable amendments, notices and revisions, shall be as cited in the contract.

~~2. General. The PCMPD shall meet the requirements of MIL-DTL-31000B.~~

3. Format. ~~The PCMPD shall be in the~~ contractor's format.

4. Content. ~~The PCMPD shall include as applicable:~~

- a. Contractor's name, address and CAGE Code.
- b. Contract number.
- c. Item nomenclature and part number to which the proposed process applies.
- d. Drawing number or specification number which defines the process in detail.
- e. An explanation as to why the process should be considered critical or mandatory to the manufacture of the item or part.
- f. A statement as to whether or not the process or portions thereof are proprietary.

Document Delivery RECORDS A0005

| DATA ITEM DESCRIPTION | | | | Form Approved OMB No. 0704-0188 |
|---|--|---|----------------------|-------------------------------------|
| 2. TITLE STATUS REPORT | | 1. IDENTIFICATION NUMBER DI-MGMT- 80368 (TAILORED) | | |
| 3. DESCRIPTION / PURPOSE 3.1 The Status Report documents the status of contractor effort towards achieving contract objectives. It identifies accomplishments to date and difficulties encountered, and compares the status achieved to planned goals and the resources expended. It is used by the Government to monitor and evaluate contractor performance. | | | | |
| 4. APPROVAL DATE (YYMMDD) 870608 | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T213 | 6a. DTIC APPLICABLE | 6b. GIDEP APPLICABLE | |
| 7. APPLICATION / INTERRELATIONSHIP 7.1 This data item description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract . 7.2 It is not intended that all the requirements herein should be applied to every program. Portions of this DID are subject to tailoring by deletion depending on the specific status reporting requirements of the project. (Continued on Page 2) | | | | |
| 8. APPROVAL LIMITATION | | 9a. APPLICABLE FORMS | | 9b. AMSC NUMBER 64130 |
| 10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The Status Report may be in contractor format. 10.1.1 <u>Identification</u> . The data indicated below shall be contained on a title page or on the first page of the report. <ul style="list-style-type: none"> a. Title/identification of the system/component/program/project. b. Type of report (e.g., monthly, interim, final). c. Period covered by the report. d. Contract number. e. Preparing activity or contractor's title. f. Security classification, when required. g. Distribution Statement 10.1.2 <u>Page size</u>. The report shall be on 8 1/2 by 11 inch (metric A4) paper. 10.2 <u>Content</u> . The report shall contain the following: 10.2.1 <u>Summary</u>. The summary shall include a brief statement of the overall project status, covering the accomplished technical activities and development, objectives of efforts, summary results of efforts, identification of major problems, deficiencies with impact, and recommended solutions. 10.2.2 <u>Body of report</u> . The Status Report shall contain the following items, where applicable: (Continued on Page 2) | | | | |
| 11. DISTRIBUTION STATEMENT <u>DISTRIBUTION STATEMENT A:</u> Approved for public release; distribution is unlimited. | | | | |

Block 7, Application/Interrelationship (Continued)

7.3 ~~This DTD is related to DI-FMT-80331, Funds and Man-Hour Expenditure Report which can be used in conjunction with this report if BLOCK 10 paragraph 10.2.2.3 below is deleted.~~

7.4 ~~This data item description supersedes DI-F 50304, DI-F 50305, DI-F 50306, and DI-F 50307.~~

Block 10, Preparation Instructions (Continued)

10.2.2.1 Milestone/task status. The status of each milestone/task as defined by the statement of work or contract, as applicable:

~~b. A comparison of achieved and product performance capabilities projected against contract baseline values, requirements, or allocations.~~

~~c. Effort expended on each task to date, and a brief description of technical developments and accomplishments.~~

~~d. Key dates in any testing program and a description of tests performed and significant test results. If applicable, a description of the amount and type of down time on the equipment or system under test.~~

~~e. A list of all designs completed and a brief description of each item. For~~

f. A narrative of outstanding problems existing as of the previous status report, and their resolution status.

g. New problem areas encountered or anticipated, their effect on the overall work effort/project, and steps being taken to remedy problem situations.

~~h. Significant results of conferences, trips, or directives from the contracting officer's representatives.~~

~~i. Any other information which may cause significant changes in the program schedule.~~

~~10.2.2.2 Future plans. Summary of future plans, recommendations and proposals both for the next reporting period and for any long term plans.~~

~~10.2.2.3 Itemized man-hours and costs. Itemized man-hour and cost expenditures incurred for the reporting period by category and task, total contractual expenditures, and funds remaining as of the reporting date.~~

Block 10, Preparation Instructions (Continued)

10.2.2.4 Contract deliveries status. The status of each deliverable and item, including data deliveries, ~~as required by the contract.~~ Provide item and contract identification, shipping/transmittal data, acceptance status, ~~security classification, and scheduled due date information.~~

10.2.2.5 Report preparer. Name of person(s) preparing report and telephone number(s).

10.2.3 Appendices. Appendices, where applicable, for tables, references, charts, or other descriptive material. Each appendix shall be identified and referenced in the appropriate area of the report.

TRAINING PLANS & DOCUMENTATION A006/

| DATA ITEM DESCRIPTION | | | Form Approved OMB No. 0704-0188 | |
|---|---|-----------------------------|------------------------------------|-----------------|
| <p>Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</p> | | | | |
| 1. TITLE | | 2. IDENTIFICATION NUMBER | | |
| Instructor Planning Document | | DI-MISC-81458 (TAILORED) | | |
| 3. DESCRIPTION/PURPOSE | | | | |
| <p>3.1 This document outlines the learning objectives, presentation techniques, media, and equipment for each lesson in a course. It is used to guide the instructor or to control the design of machine-implemented instructional direction.</p> | | | | |
| 4. APPROVAL DATE (FY/MO/DO) | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) | 6a. DTIC APPLICABLE | 6b. GIDEP APPLICABLE | |
| 950123 | F-11 | | | |
| 7. APPLICATION/INTERRELATIONSHIP | | | | |
| <p>7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.</p> <p>7.2 This DID is applicable to all contracts requiring courseware development.</p> <p>7.3 This DID is used in conjunction with DI-MISC-81457, Lesson Strategy Report.</p> | | | | |
| APPROVAL LIMITATION | | 9a. APPLICABLE FORMS | | 9b. AMSC NUMBER |
| | | | | F7112 |
| 10. PREPARATION INSTRUCTIONS | | | | |
| <p>10.1 Format. The document shall be in contractor's format.</p> <p>10.2 Content. The document shall contain instructor information to support computer-based, interactive video and simulator instruction, and planning to support stand-up instruction. These are further described below.</p> <p>10.2.1 Section I. This section shall provide technical data and course information to assist the instructor in the preparation of each lesson in the course.</p> <p>a. Administrative information. Administrative information shall consist of:</p> <ul style="list-style-type: none"> (1) Course title (2) Document number (3) Security classification (4) Lesson topic (listed in the training course curriculum outline) (5) Student allotted lesson time | | | | |
| (Continued on Page 2) | | | | |
| 11. DISTRIBUTION STATEMENT | | | | |
| DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited. | | | | |

Block 10, Preparation Instructions (Continued)

- ~~(6) Classroom and laboratory~~
- ~~(7) References~~
- ~~(8) Preparation instructional materials~~
- ~~(9) Source documentation~~
- ~~(10) Instructional aids~~
- ~~(11) Preparation date~~
- ~~(12) Terminal objectives~~
- ~~(13) Enabling objectives~~
- ~~(14) Criterion test~~
- ~~(15) Student needs~~

b. Outline of instruction. The body shall utilize a format that helps the instructor keep in mind what the students should gain from each activity in the lesson in terms of progress toward terminal and enabling objectives. The outline shall be developed in sufficient detail either to support stand-up instruction or to be used as the instructor's primary reference document for computer-based courseware. The document shall also provide guidance on prebrief and outline of techniques for each lesson. At each key teaching point the outline shall list an instructor aid that is a reference to sources of more in-depth coverage of the point.

10.2.2—Section B. This section shall contain written outline for instructor-based instructions that provides definition of and specific direction on learning objectives, equipment, and instructional media requirements for the conduct of student training.

a. Administrative information. This section shall provide the administrative information required to prepare for and conduct the lesson and shall consist of:

- (1) Course title
- (2) Course number
- (3) Curriculum
- (4) Unit
- (5) Lesson
- (6) Author
- (7) Date of preparation
- (8) Topic or task
- (9) Classification
- (10) Classroom-laboratory schedule
- (11) References
- (12) Commonality
- (13) Instructional format
- (14) Instructional equipment
- (15) Instructional aids and media
- (16) Testing requirements
- (17) Supporting papers
- (18) Revision dates
- (19) Training instructional materials
- (20) Multiple instructor requirements
- (21) Instructional guidance
- (22) Student facility requirements
- (23) Safety precautions
- (24) Prerequisites

Block 10, Preparation Instructions (Continued)

b. Introduction. The introduction shall provide the main points of the topic of interest. It shall focus attention on the subject and motivate the students, relating their needs and interests to the topic. It shall consist of:

- (1) Overview
- (2) Lesson strategy
- (3) Motivation
- (4) Gain attention
- (5) Statement of the objectives
- (6) Prerequisite material review

c. Body. The body shall provide new instruction material sequenced to ensure the maximum transfer of knowledge and shall provide additional support for newly assigned instructional personnel. The body shall consist of:

- (1) Presentation
- (2) Outline of instruction
- (3) Instructor and student participation activities
- (4) Teaching points
- (5) Application
- (6) Evaluation
- (7) Intermediate summaries as required
- (8) Media cues
- (9) Helps
- (10) Questions
- (11) Answers to questions
- (12) Practice

d. Conclusion. The conclusion shall provide a summary consisting of:

- (1) Summary
- (2) Remotivation
- (3) Closure
- (4) Student assignments
- (5) Test and evaluation of objectives
- (6) Course critique (if required)

e. Answer key. The answer key shall provide answers to test questions.